



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5046

IN REPLY REFER TO:

5230  
Ser N62/088  
20 Oct 00

From: Commander, Naval Reserve Force  
To: Commander, Naval Air Reserve Force  
Commander, Naval Surface Reserve Force  
Commander, Naval Reserve Recruiting Command

Subj: INFORMATION TECHNOLOGY (IT) RESOURCES

Ref: (a) SECNAVINST 5000.2B  
(b) COMNAVRESFORINST 5236.1F

Encl: (1) COMNAVRESFOR (N6) Information Technology  
Acquisition Paper (ITAP) Non-Major Information  
Technology (IT) Resources, Telecommunications,  
And Maintenance of 1 Oct 00

1. References (a) and (b) provide policy guidance for the acquisition of IT Resources.
2. Enclosure (1) provides limited procurement authority for FY01 to purchase IT resources, telecommunications-related equipment, and maintenance for COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVRESCRUITCOM not to exceed the monetary value, criteria and limitations set forth in the enclosure.
3. Commanders must certify for each procurement that the IT resource:
  - a. Meets all criteria identified in enclosures (1);
  - b. Has been verified as a valid requirement;
  - c. Supports an approved program (e.g. RSTARS, RESFMS, RIMS, Office Automation, NAVRESNET);
  - d. Has been reviewed by the Command Information Systems Officer for compatibility with COMNAVRESFOR applications and network interfaces; and
  - e. Is approved by the Comptroller for local funding.
4. A copy of this letter and enclosure will be used as Life Cycle Management documentation and must be attached to each procurement document.

Subj: INFORMATION TECHNOLOGY (IT) RESOURCES

5. Procurement authority expires 30 September 2001.

6. Point of contact is Joel Dudenhefer, N62, at commercial (504) 678-7031 or DSN 678-7031.

*F. Mingo*  
Fred Mingo  
By direction

**INFORMATION TECHNOLOGY ACQUISITION PAPER (ITAP)  
FOR  
NON-MAJOR INFORMATION TECHNOLOGY (IT) RESOURCES, TELECOMMUNICATIONS  
AND MAINTENANCE**

**Submitting Organization:** Commander, Naval Reserve Force (N6)

**Point of Contact:** Joel Dudenhefer, DSN 678-7031, or  
Commercial (504) 678-7031

**Date of Submission:** 1 October 2000

**1. Need:**

a. SECNAVINST 5000.2B and COMNAVRESFORINST 5236.1F mandate that all procurement of Federal Information Processing Resources (FIPR), also known as Information Technology (IT) resources, be requested by an Information Technology Acquisition Paper (ITAP).

b. Expending information resources is necessary to operate any information system. Department of the Navy uses acquisition management review and approval procedures to ensure all information resource expenditures are cost effective and based on anticipated benefits and mission performance.

c. For the purpose of this requirement and approval, IT resources, telecommunications, and maintenance include the following:

(1) IT equipment (data processing equipment such as microcomputers and laptops);

(2) Ancillary equipment (disk drives, tape drives, printers, storage and backup devices, etc.);

(3) Office automation equipment designed for use with or controlled by a computer system; and

(4) IT software specifically designed to make use of and extend the capabilities of IT equipment (commercially available programs such as word processing, communications, graphics, file management and database management system software).

(5) Telecommunications related equipment (includes voice communications networks, modems, telephonic or cellular equipment, facsimile equipment, and pagers/beepers). Excluded from this requirement and approval are commercial Internet Service Provider (ISP) accounts.

.. (6) Maintenance and component parts (includes examination, testing, repair, or part replacement functions performed on IT equipment only).

d. Excluded from this requirement are IT-related supplies which are consumable items designed specifically for use with IT equipment, software, services, or support services (e.g., telecommunications fuses and connectors; floppy diskettes; CD-ROM disks and laser optical disks; backup cartridges; cables and wires; print wheels and ribbons; ink for ancillary equipment; printer paper; IT equipment cleaning kits; magnetic tapes and disks) and all other similar items designed specifically for use with IT equipment in the creation, transmission, and maintenance of automated information, data, records, or files.

2. **Proposed Solution.** Approve acquisition of IT resources, telecommunications, and maintenance not to exceed \$400,000 for Commander, Naval Air Reserve Force; \$400,000 for Commander, Naval Surface Reserve Force, and \$100,000 for Commander, Naval Reserve Recruiting Command, for Fiscal Year 2001. **A copy of this ITAP and the approval letter must be attached to the procurement document for each buy.** Purchases above the limits or not meeting the criteria identified above will be handled on a case-by-case basis through each Fund Administrator and require approval as outlined in COMNAVRESFORINST 5236.1F.

3. **Other Alternative Considered.** Status quo. Each activity submits an ITAP for approval of each purchase. This alternative creates an administrative burden for the field activities.

4. **Cost and Benefits:**

a. <b><u>Cost:</u></b>	COMNAVAIRESFOR	-	\$400,000
	COMNAVSURFRESFOR	-	\$400,000
	COMNAVRESCUITCOM	-	\$100,000
	TOTAL FY01 COSTS	-	\$900,000

NO ADDITIONAL OUTYEAR COSTS

b. Benefits. Approval of this ITAP will eliminate the administrative burden of multiple ITAPs for COMNAVAIRESFOR, COMNAVSURFRESFOR AND COMNAVRESRUITCOM activities acquiring IT resources, telecommunications, and maintenance and will streamline the acquisition process.

5. Interface Considerations. All equipment and/or software purchased using this ITAP must be compatible with existing COMNAVRESFOR applications and network interfaces (e.g., NAVRESNET and GroupWise) and be Year 2000 (Y2K) compliant.

6. Funding. Local funds at each activity. Acquisitions based on this ITAP must be supported by funds budgeted and charged to the ADP program line within each activity's operating budget.

7. Acquisition Strategy. Acquisitions will be accomplished via approved government sources. Per CNO WASHINGTON DC 101341Z Jan 00 (NAVADMIN 004/00), any Navy command entering into a contract with a vendor for Navy/Marine Corps Intranet (N/MCI)-like services will ensure that the contract can be terminated after one year in order to expedite the transition to the N/MCI.

8. Reporting: A copy of this ITAP and the approval letter must be attached to the procurement document for each buy. These records must be maintained for assist visits, audits, and reporting requirements.

9. Automated Information Systems Security. Security procedures will be utilized in compliance with DoD, DON, and COMNAVRESFOR Directives.

10. Testing. Activities acquiring resources against this ITAP will perform required testing.

11. Current Inventory. All IT equipment and software acquired under this approval must be accounted for in the Defense Information Technology Management System (DITMS) per COMNAVRESFOR 5238.4C.

12. Other Comments. COMNAVAIRESFOR, COMNAVSURFRESFOR, and COMNAVRESRUITCOM will establish and coordinate procedures to ensure that the respective threshold ceiling is not exceeded without additional approval through the proper chain of command as

requirements for lower level activities falling within thresholds identified in the ITAP. In addition, COMNAVAIRESFOR activities Echelon V IT procurements must be coordinated with LACAIR and Functional Wings.

.13. Approval Signatures:

Submitted by:

Joel A. Dudenhefer 16 Oct 00  
Joel A. Dudenhefer      Date

TECHNICAL APPROVAL:

Ed Snyder 10/16/00  
CDR Ed Snyder      DATE  
Tech Infrastructure Program Management (N62)  
Force Information Technology

ACQUISITION APPROVAL:

Fred Mingo 16 OCT 00  
CDR FRED MINGO      DATE  
Deputy Chief of Staff  
Force Information Technology (N6)